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EYES ONLY

ORD-2997-73

28 JUN 1973

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

25X1A9a

SUBJECT : Recommendation for Promotion - [REDACTED]

25X1A9a [REDACTED] - GS-05 to GS-06

25X1A9a

1. [REDACTED] joined the Agency in July 1968 as a GS-04 clerk-typist in ORD. Prior to her EOD and after her graduation from high school she attended George Mason College to study liberal arts from 1963 to 1964 and the University of Virginia in Charlottesville where she studied English from 1966 to 1967. In 1968, [REDACTED] took shorthand training in the adult education program at Washington and Lee High School in Arlington. She has not applied this shorthand training in her Agency assignments or passed the Agency test; however, I do not consider this deficiency a serious drawback in her present assignment.

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2. Within the Agency, [REDACTED] worked in ORD's Special Projects Group beginning in June 1969 where she was promoted to GS-05 that same year. In March 1972 she went to the Physics/Chemistry Division and then, as a result of the reorganization of ORD, to the Data Sensing and Processing Division later the same year. Since January 1973 [REDACTED] has been assigned to DS&P's Sensors Branch. In this assignment she has undertaken the responsibilities associated with setting up and maintaining a set of offices separate from the remainder of the Division. The work load has been heavy but [REDACTED] is conscientious and productive. Under very taxing conditions, [REDACTED] has maintained her very positive professional attitude and her cheerful demeanor that makes her so popular with her co-workers. Her quickness to learn, experience with Agency procedures and willingness to accept a heavy work load make her a valuable member of the ORD secretarial staff.

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GS-05 to GS-06

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3. [REDACTED] performance is proficient at the GS-06
level. Accordingly, it is recommended that [REDACTED] 25X1A9a
25X1A9a [REDACTED] be promoted from a GS-05 to GS-06.

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[REDACTED]
Chief, Data Sensing and Processing
Office of Research and Development

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